

# DSB Travel Request Form

Meeting:

Date / Location:

Your Name:

☐ I will NOT attend **(nothing further to fill out)** \_\_\_\_\_

☐ I will attend this meeting (check only one below for your travel)

☐ **No orders are requested, I will not claim travel expenses. (nothing further to fill out)**

## A. Travel Reservations with Carlson Wagonlit Travel (CWT)

### Procedures for Making DSB Airline Reservations with Carlson Wagonlit Travel (CWT)

(1) Call 1-800-756-6111 for reservations. Advise booking agent you will have travel orders through DSB at Pentagon.

(2) Tell the booking agent to email your Itinerary to [DSBOffice@osd.mil](mailto:DSBOffice@osd.mil)

(3) **Write down your CWT Reservation Confirmation code in this box**

### Procedures for Checking Status of Travel Orders & Tracking Your E-Ticket Issue by CWT

(1) **If you haven't received a copy of your orders 5 business days before travel, call the DSB Office (703-695-4157).**

(2) After receiving travel orders, check online at [www.virtuallythere.com](http://www.virtuallythere.com) for your E-Ticket status (requires your CWT confirmation code and use [DSBOffice@osd.mil](mailto:DSBOffice@osd.mil) when asked for a password).

**Call the DSB Office if no E-ticket has been issued 1 business day before travel.**

B. Your SSN  Home Add

C. Your Fax Number or Email (DSB will fax / email your )

D. I will depart from  (city, state, zip)

(date).

E.

F. I will return to

(city, state, zip)

### Notes on Invitational Travel Orders:

(1) You are **STRONGLY ADVISED** to use the government travel agency, Carlson Wagonlit Travel. **If you choose not to do so, please be advised that the government can only reimburse you for an amount equal to be the applicable round trip government airline fare between your point of departure and the meeting location.**

☐ **I am NOT using Carlson Wagonlit for my airline reservations.**

Ver. 3.2 Nov 08

(2) **Rental Cars and use of Non-Contract Carriers are NOT authorized.**

Please Fax (703-697-1860) or Email [DSBOffice@osd.mil](mailto:DSBOffice@osd.mil) this form to the DSB Office.